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WISCONSIN BALANCE OF STATE CONTINUUM OF CARE

QUARTERLY MEETING MINUTES

November 10 & 11, 2016

Kalahari Resorts, Wisconsin Dells, Wisconsin

**Friday, November 11th**

President Robyn Thibado opened the meeting with a call for attendees to introduce themselves.

Community Spotlight: Brown County

The Green Bay, COC has been incorporated as a 501 C 3. United Way compiled a report that gave them a snapshot of their county. They found out that they did not have enough affordable housing in the area. One of the main obstacles was getting landlords to rent to their clients or accept Section 8 Vouchers. They have a monthly event and approximately 30 households per month have been attending. The group that oversees the event have been able to do some fundraising, which allows them to buy some things for the individuals. They also wrote for CDBG funds and will use it for a housing navigator role. The housing navigator will do data entry from housing resource day and light touch follow up case management for individuals. Currently, they are looking at ways they can measure to see if the event has been effective or not. Exit interview are conducted with all individuals when they leave the housing resource day. Currently they have 18 providers come to the event and provide information to individuals.

DEHCR Update:

Theola Carter (Director Bureau of Housing), Jane Blank (Section Chief WHEAP (Wisconsin Home Energy Assistance Program), and Gordon Levine from WI Department of Administration Division of Energy, Housing, and Community Resources (DEHCR)

Theola Carter, Jane Blank and Gordon Levine from DEHCR updated on what their department is up to.

DEHCR is preparing for the annual action plan and they would like input from their partners. Donna Wren’s position will be posted and the plan is to have it filled no later than the end of the year.

The Welcome Home Veteran’s Program: The program served 150 households and provided over $200,000 for those individuals. Since they had to follow the HUD guidelines for homelessness, this cause some issues with the number of people that were approved. There were problems with landlords who did not want to be part of the program and individuals who wanted to rent from family members. Energy Services agencies do have money for 1st month’s rent, which is funded by a block grant. These funds should be used in a crisis from the state perspective. Each Energy Services Agency must submit a crisis plan to the State and describe how they plan to use the crisis funds. They can start spending money on October 1 for individuals for the money that was allocated to them. The state staff wanted to know if this program should be offered again in the future. Some of the concerns from the membership included: It was extremely frustrating that there was this big chunk of money and agencies only had 90 days to spend it. A suggestion is possibly contracting with agencies to do this program in the future, instead of Energy Services. It would also be nice if it was more easily accessible in the future.

Heat for Hero’s – This is another program that the state offers. This program is in 21 counties throughout the State and is run by the Energy Services Programs. The funds should include all the populations, not just veterans.

Coordinated Entry Panel Discussion: A panel of individuals from around the state who have experience with the Coordinated Entry Process answered questions for the membership.

Introduction of new board members and election of officers:

New board members: Mary Jacobson (West); Erika Trawitzki (South); Mike Huck (East) and Adrienne Roach (DV Representative. Millie Rounsville made a motion to approve, 2nd by Chris Lachock and all approved.

The following officers were elected:

President: Robyn Thibado

Vice President: Jeanette Petts

Secretary: Joana Hemschemeyer

Treasurer: Millie Rounsville

Business Meeting:

1. Roll Call of CoC’s: all were present.
2. Approval of Agenda: 1st by Debbie Bushman, 2nd by Kristina from Lakeshore Cap, all approved.
3. Review and approval of minutes from the August Quarterly Meeting - 1st by Susan Tucker, 2nd by Byron Wright, all approved
4. Financial Report: Millie Rounsville went over the report ending September 2016. The financial report included what we are expecting that we will be getting for 2017. Dues last year were $250 and they need to be paid by February for voting rights. A motion was made to keep the dues @ $250: 1st by Chris Lachock and 2nd by Jeanne Semb, all approved. A motion was paid to approve the financial report: 1st by Chris Lashock, 2nd by Jeanette Petts all approved.
   1. State THP Report: The new grant started July 1, 2016 and the first invoice will be due 11/15.

1. President’s Report: This past year has been extremely busy with the BOS COC. We had another successful collaborative application submitted this year with bonus projects. The BOS COC implemented coordinated entry. The by-laws were changed, but the membership made an important change to allow other COC’s to merge with the BOS COC. We have been able to offer the membership some excellent training opportunities this past year, which we will continue to do so. Goals for 2017 will be to look at what the committees will be focusing on and how to end homelessness. A specific focus on will be on youth, since HUD has set a goal to end youth and family homelessness by 2020. We will also be looking opportunities where we can bring additional bunds to the BOS COC. One of the ways this will be done is by submitting RFP’s to other COC’s throughout the country who need assistance establishing their statewide COC. This would allow us to bring in additional discretionary funds for the organization. We will be hiring a monitoring coordinator to monitor all the projects throughout the state. We will be reviewing the by-laws and begin looking at what it will take to become a United Funded Agency (UFA).

1. COC Director’s Report: Why do we do what we do? How do we get people to give us resources, for example, having a homeless preference at Housing Authorities throughout the state? The BOS COC need to have some type of unified message/agenda and to educate people on what we do. The BOS COC should want to end homelessness and what is the best way possible to do this, but still meet the needs of the client. Carrie spoke at Wisconsin Association of Housing Authorities and at the Wisconsin Counties Association Meeting Milwaukee about the BOS COC and what we do. At Wisconsin Counties Association Meeting, they did not know what the BOS COC was, nor what we do. Carrie’s goals for 2017:
   1. To come up with our elevator pitch for the BOS COC and what we do.
   2. What do the local COC’s want to do and how can Carrie help locally?
   3. The Coordinated Entry has been implemented and now it is time to review it.

The world is changing with our partners that we are bringing to the table, we have new partners and projects.

1. Committee Presentations and Discussion:
   1. COC Workgroup: Jesse Dirkman reported on the housing pledges that each COC had pledged. The original pledge was to remove and house 147 people off the prioritization list. So far, we have housed 345 individuals/households this year already. The BOS COC website has an interactive map that shows individual numbers and the entire state. There will be new information added to this area on the website. There will be a new look for the quarterly APR’s, which will be a self-review for the first quarter. There is a forum on the BOS COC website that people can talk amongst themselves. A large project that the workgroup has coming up is system performance measures.

* ETH Workgroup – Gai Lorenzen – no report.
* Point-in-Time – Carrie Poser reported that they are looking at various committees and purposes of why they are meeting and what their purpose will be. Jan. 25, 2017 is the PIT, changes to the forms are currently being made, but there are no major changes. There will be upcoming trainings and an emphasis from HUD will be counting youth homelessness. The Rural Youth Peer Network is a 3-phase process. The first phase is strengthening the PIT process. If we get accepted, we will go through phase 2 and eventually phase 3 would bring additional funding to the BOS COC.
* Project Evaluation & Assistance – Joana Hemschemeyer reported that the PEA Committee is working in developing forms and policies regarding the forms that would be used by all projects. These forms include: rent reasonableness, HQS, rent calculations, lead based paint and the file checklist. In 2017, the monitoring will be held in collaboration with DEHCR. The committee is completing the technical assistance at ADVOCAP and Western Dairyland.
* 10-year Plan – Lu Scheer – no update.
* Discharge Planning – Jerome Martin – The committee update is in the back of our packets. Goal for 2017 is to finish the plan.
* Coordinated Assessment – Jeanette Petts & Corin Tubridy reported on the One door policy for the state of WI. This does not mean that there would be one coordinated entry list statewide, but it would give us the ability to refer to other areas lists. Other teams having been working very hard on various things such as public relations and the grievance process. The evaluation team will be meeting on Monday.
* Coordinated Entry Implementation Team Report – Carrie Poser reported on that the group is looking for a DV provider for the group. They started looking at coordinated entry lists to see if there are any issues or concerns. This will become a quarterly process. The VI-SPDAT training series will be coming up. They are also working with ICA on the TAY-VI-SPDAT, which is a new assessment tool for youth under the age of 24.
* Standards and Prioritization – Jeanne Semb – no report.
* Public Awareness – Debbie Bushman reported that they have been trying to develop flyers/brochures that whole state will be use to promote coordinated entry. The poster/brochure were reviewed and will be sent out for comment for 30 days. They will then go to the board of directors for approval. For 2017 they will be working on developing a map that would connect user with a direct contact at the local COC. The flyers and brochures will also be done in Spanish. A suggestion was made to add the equal housing opportunity and the fair housing logos. The brochure can be customized for an individual continuum. Transitional housing will be added on the brochure. Another recommendation that these documents should be used for agencies, but not for individuals. There is too much information on the documents for clients. The website was also reviewed and the COC Map has a new link on the website. Each local COC would have their own landing page. There will be a button to click for the local COC website and it will have contact information and a place for where individual can reach out for information. This is a marketing tool that the BOS COC is giving to the local COC’s. The committee would like to have it all up and running by the February meeting.
* Diversion – Chris Lashock – no update.

1. Upcoming Grant Applications Update
   1. Youth Demonstration Grant overview – This grant was looked at but the board decided not to move forward with it now. We will look at the requirements of the grant and set up systems and then if it comes up again we can apply.
   2. Rural Youth Peer Network – The 1st phase groups were chosen and we were not included.
   3. Diversion Grant – We applied for a pilot project. We have not heard anything yet about this grant.
2. Policy Updates
   1. Equal Access and Gender Identity Rule – This rule pertains to shelters that serve families. HUD sent this out with the final rule. HUD will next week hold webinars. If you are a family facility, you cannot choose who the head of household is. DEHCR and Carrie submitted AAQ’s. This rule prevents providers from providing separate facilities for households other than single female headed households.
3. COC Competition – The collaborative application was submitted on time. There has been no announcement yet on who was funded. We want to start planning for the next round. Data will once again be very important and system performance measures will be a big part of it. The board scoring tool is on the website and we need to start looking at this. If you have any questions, please contact Carrie. She would like feedback on the way the measures are broken out. The TH standards and PH standards and governance charter are also out for comment.
4. Other Business – Members of the Housing Collaborative will be hosting the Home for Everyone Conference again this year. They would like ideas for workshops pertaining to homelessness.

Move to adjourn: 1st by Byron Wright, 2nd by Jeanne Semb, all approved.